

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2015-14**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** GIS Technician I  
**OPENING DATE:** April 13, 2015  
**CLOSING DATE:** April 30, 2015  
**DEPARTMENT:** Administrative Services  
**SALARY RANGE:** NE-9; \$26,187 - \$39,270

**Position Summary:**

The GIS Technician position provides GIS support in the development and maintenance of existing features layers, and the creation of specific mapping and tabular products. This is accomplished by utilizing existing Geographic Information Systems (GIS), Global Positioning System (GPS), and Computer Aiding Drafting (CAD) tools/applications to build useful and meaningful geographic data, maps, and tabular reports.

**Essential Duties & Responsibilities:**

- Creates, updates, and edits maps using ArcInfo ArcGIS 10.x software.
- Operates and collects GPS data both survey and mapping grade for entry into the GIS database.
- Produces detailed maps for projects, grants, or presentations using ESRI software.
- Creates and updates metadata, including documenting work flow procedures for collecting/updating GIS & GPS data.
- Verifies existing GIS data, both in the office and in the field.
- Updates spatial and tabular data in shapefile, file geodatabase, and SDE geodatabase file formats.
- Supports GIS Manager with creating/updating GIS mapping applications.
- Creates GIS data from paper maps, legal descriptions, and scanned maps.
- Provides GIS support to Pueblo departments as requested.
- Maintains professional and technical knowledge by attending relevant training and conferences.
- Consistently applies the Pueblo's Core Values to support Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

High school diploma with at least two (2) years of experience with ESRI ArcGIS Desktop is required; Associates degree in GIS preferred; an equivalent combination of education and experience may be considered. Must be able to successfully pass the Pueblo's background investigation requirements.

**Background Investigation Requirements:**

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **High Risk Public Trust (HRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X

**Knowledge, Abilities, and Skills:**

- Knowledge of proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of ArcGIS ArcInfo 10.x and Spatial Analysis, 3D Analysis extensions.
- Knowledge of geographic information systems, their capabilities, and related geographic principles, including geo-referencing and projection systems.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill with computer software, including Microsoft Word, Excel, PowerPoint, Access, Outlook and Adobe Professional.
- Skill in preparing GIS-based maps for inclusion in documents and presentations.
- Ability to interact, maintains good working relationships with, and provides customer service to individuals of varying social and cultural backgrounds.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work on several projects or issues simultaneously, and meet strict deadlines.
- Ability to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges.
- Ability to prioritize work and research information to complete work independently.
- Ability to work independently or in a team environment as needed.
- Ability to travel for training and participation in GIS related activities.
- Ability to maintain confidentiality of individual and Pueblo information.
- Ability to use and troubleshoot large format printers and scanners.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work is occasionally required. There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, conferences, presentations, and other events.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLEmployment@lagunapueblo-nsn.gov](mailto:POLEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES